

**Child Care  
Professional Development Institute**

# **Professional Development Programs**



**Early Childhood &  
School Age Career  
Ladder**

**Training &  
Longevity  
Supplements**

**Training  
Scholarships**

**Child Care  
Professional Development Institute  
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**<http://jobs.utah.gov/occ>**



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# Contents

<b>Overview</b>	1
<b>Career Ladder Program</b>	2
Eligibility Requirements	2
Career Ladder Endorsements	3
Types of Career Ladder Training	3
CCR&R Career Ladder Course Descriptions	3
Regular Endorsement Course Descriptions	7
Core Endorsements	9
Utah Early Childhood College Credit Course Listings	10
Utah School Age College Credit Course Listings	14
Early Childhood Career Ladder Levels	17
School Age Career Ladder Levels	20
Using College Credits for Levels 3-7	23
Multiple Credit Training	23
Training Time Limit	23
Where to Get a Career Ladder Application	23
<b>Training &amp; Longevity \$upplements</b>	24
<b>Training Scholarships</b>	26
<b>Child Care Resource &amp; Referral</b>	27
<b>Career Ladder Courses-at-a-Glance</b>	29



**Welcome** to the Child Care Professional Development Institute (CCPDI) provider professional development programs. These programs are designed to improve the quality of care offered to children in Utah by improving their caregivers' training and reducing caregiver turnover.

### **The Career Ladder Program**

The Early Childhood and School Age Career Ladder Programs recognize and reward child care professionals for the completion of ongoing training in the child care field. A growing body of research demonstrates that the quality of care children receive is directly tied to the level of training and education of those who care for them. Participants in the Career Ladder Program receive a certification and cash bonus for each level of training they complete. In addition, any Career Ladder course may also be used for state licensing training hours.

### **The Training & Longevity Supplement Program**

This program builds on the Career Ladder Program by recognizing and rewarding licensed center and family child care providers for a combination of Career Ladder training and years of licensed experience. The goal of this program is to improve the quality of care children receive by reducing turnover among caregivers, thereby allowing children to develop stable, consistent relationships with a limited number of caregivers. Participating providers receive an annual cash bonus and certificate indicating their level of training and years of continuous licensed experience.

### **Training Scholarships**

The Office of Child Care funds training scholarships for licensed center and family child care providers, including CDA scholarships and NCCA Director's Credential scholarships.

### **Funding**

The professional development programs outlined in this booklet are funded through the Federal Child Care and Development Block Grant Fund. This funding is received year-to-year, and the programs and bonus amounts available each year will depend on the funding available.

# Career Ladder Program

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## What is the Career Ladder?

The Career Ladder is a voluntary statewide training certification program for child care providers. The goal of the Career Ladder is to increase providers' participation in ongoing training in the field. Participants receive a certificate and cash bonus for each level of training they complete.

## Who can participate in the Career Ladder?

To be eligible for the Career Ladder, providers must meet the following requirements:

### Early Childhood Career Ladder

1. You must be currently employed working at least 20 hours per week with children ages birth through preschool in an early childhood program.
2. You must have been continuously employed in this capacity in the same program for at least the past six months.
3. Your employment must be in one of the following positions:
  - A. a licensed or residential certificate family child care provider caring for at least two unrelated children
  - B. a child care center teacher, caregiver, or director
  - C. a license exempt preschool teacher or director
  - D. a regular every day classroom teacher, classroom aide, or education specialist in a Head Start program

### School Age Career Ladder

1. You must be currently employed working at least 10 hours per week with children ages kindergarten through 6<sup>th</sup> grade in an out-of-school time child care program.
2. You must have been continuously employed in this capacity in the same program for at least the past six months.
3. An out-of-school time child care program is defined as a program that offers child care Monday through Friday from the time school gets out until at least 5:30 p.m.. An out-of-school time child care program that operates during summer or off-track periods is defined as one that offers full day, full-time care (until at least 5:30 pm) Monday through Friday for the full period of time that school is not in session. This includes family child care programs (if the provider cares for at least two unrelated children), child care centers, and license exempt after school programs. Both caregivers and directors in out-of-school time programs are eligible for participation in the School Age Career Ladder.

It takes approximately 4-8 weeks to process your Career Ladder application. In order to be eligible, you must be employed in an eligible position ***at the time you receive your certification and bonus money.***

## How many levels of Career Ladder certification are there?

There are 10 possible levels of Early Childhood Certification and 10 possible levels of School Age Certification. You may apply for each level of certification once. There is no set order the levels must be received in, but you may only receive each level once on each Career Ladder. (For example, you may receive Early Childhood Level 1 once, **and** School Age Level 1 once.)

## What Is a Career Ladder Endorsement?

Endorsements to the Career Ladder offer focused training in specific areas. Each endorsement consists of 40 hours of specialized training. Regular endorsement courses, except for the Infant & Toddler Endorsement courses, can be used once on **either** the Early Childhood **or** School Age Career Ladder to move up to Levels 4 through 7. Infant & Toddler Endorsement courses may **only** be used on the Early Childhood Career Ladder.

In addition to using endorsement courses to move up a level on the Career Ladder, once you have completed all 40 hours of training in any one endorsement area you are eligible to receive an endorsement certification and a \$100 bonus. Career Ladder endorsements are currently available in the following areas:

1. Infant & Toddler Endorsement (IT courses)
2. Special Needs Endorsement (SN courses)
3. Center Director's Endorsement (CD course)
4. Family Child Care Endorsement (FCC courses)

## What kind of training can be used on the Career Ladder?

Three kinds of training can be used on the Career Ladder:

1. **Community-based CCR&R Training.** Specific Career Ladder courses offered statewide through your local Child Care Resource & Referral Agency taken in the last five years can be used on the Career Ladder.
2. **Continuing Education Units (CEUs).** New Continuing Education Units (in either early childhood or school age topics) earned through your local CCR&R agency and other training and education institutions can be used on the Career Ladder.
3. **College credit coursework** specific to working with young children (ages birth through preschool) or school age children (ages kindergarten through 6<sup>th</sup> grade) can be used on the Career Ladder.

## Community-based CCR&R Career Ladder Courses

CCR&R Career Ladder courses can be used on the Career Ladder for up to five years after the course completion date. ***If a course hasn't been used on the Career Ladder within five years of its completion date, it can no longer be used. You will need to retake the course in order to use it for Career Ladder credit.***

## Early Childhood / School Age Courses (EC/SA Courses)

These courses may be used **once** – **either** on the Early Childhood Career Ladder **or** on the School Age Career Ladder, but not on both.

### **Early Childhood / Child Care Health & Safety, EC/SA-1 (10 hours)**

In this course participants will learn about child care health and safety issues. Topics include: communicable diseases, SIDS, shaken baby syndrome, child abuse and neglect, injury prevention, emergency procedures, nutrition, sick children, and medication administration.

### **Child Development: Ages & Stages, EC/SA-2 (10 hours)**

In this course participants learn about typical developmental milestones for infants, toddlers, preschoolers, and school age children. Participants also learn basic strategies for working with each of these age groups.

### **Advanced Child Development: Theories of Development, EC/SA-3 (10 hours)**

In this course participants learn basic principles and theories of child development, and how this knowledge can influence their day-to-day work with children. Participants will be introduced to the theories of Maslow, Erikson, Montessori, Piaget, Vygotsky, Kohlberg, Gilligan, and behaviorism.

### **Looking to Learn: Observing & Recording Children's Behavior, EC/SA-4 (10 hours)**

In this course participants learn effective tools and strategies for gathering and using observational information about children. Areas of focus include: learning to observe children accurately and objectively, observation tools and goals, overcoming obstacles to observation, and interpreting and using observation data.

### **Working Together: Productive Relationships With Families, EC/SA-5 (10 hours)**

In this course participants learn effective strategies for establishing and maintaining open and positive relationships with each child's family, encouraging family involvement in the child care program, and supporting each child's relationship with his or her family.

### **Creating Good Child Care: Effective Program Management, EC/SA-6 (10 hours)**

In this course participants learn strategies for ensuring effective program operation, including program planning, organization, record keeping, and legal issues such as licensing, liability and insurance, custody issues, the Americans with Disabilities Act, and dealing with suspected abuse and neglect.

### **More than Babysitting: Your Commitment to Professionalism, EC/SA-7 (10 hours)**

In this course participants learn how to make informed decisions based on standards for best practices, take advantage of opportunities for individual professional growth, and contribute to the early childhood field.



## Early Childhood Career Ladder *Only* Courses (EC Courses)

These courses are specific to early childhood. They may be used **once** – **either** on the Early Childhood Career Ladder, **or** for the Early Childhood Core Endorsement, but not for both. For information on the Early Childhood Core Endorsement, see page 9.

### **Learning in the Early Years, EC-1** (10 hours)

In this course participants explore how young children learn and develop. Areas of focus include: brain development, learning through play, supporting social and emotional development, and positive guidance.

### **A Great Place for Kids! Creating Positive Learning Environments for Young Children, EC-2** (10 hours)

In this course participants learn how to set up center and home-based child care programs to encourage play, exploration, and learning. Information is included on spaces and materials for block play, dramatic play, puzzles, games, books and literacy activities, art, sensory play, and outdoor play.

### **Strong & Smart! Promoting Young Children's Physical & Intellectual Development, EC-3** (10 hours)

In this course participants learn practical ways to promote young children's physical, cognitive, language, and creative development in age-appropriate play and learning activities.

### **Learning to Get Along: Supporting Young Children's Social & Emotional Development, EC-4** (10 hours)

In this course participants learn effective strategies for supporting young children's social and emotional development. Areas of focus include: fostering self-esteem and independence, learning to get along in a group, and behavior guidance.

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***“ Thanks so much for acknowledging the people in this world who love taking care of the little ones, and who work hard to learn what their needs are.”***

***- A provider from Cedar City***

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## School Age Career Ladder *Only* Courses (SA Courses)

These courses are specific to school age children. They may be used **once** – **either** on the School Age Career Ladder, **or** for the School Age Core Endorsement, but not for both. For information on the School Age Core Endorsement, see page 9.

### **Brain Smart Learning: The School Age Years, SA-1** (10 hours)

In this course participants will gain a basic knowledge of child development during the school age years and how they can apply this knowledge in their work with school age children.

### **Brain Smart Environments for School Age Children, SA-2** (10 hours)

In this course participants will learn how to set up physically and emotionally safe environments for school age children that will promote creativity, optimal learning, and positive social behavior.

### **Brain Smart Activities for School Age Children, SA-3** (10 hours)

In this course participants will learn a variety of exciting activities that promote optimal learning and are developmentally appropriate for school age children.

### **Conscious Discipline, SA-4** (10 hours)

In this course, based on the work of Dr. Becky Bailey, participants learn a process that promotes permanent behavior changes in both the caregiver and the children. Conscious Discipline is a relationship based discipline program based on current brain research, child development and developmentally appropriate practices.

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***“ I want to do better tomorrow than I did today and I always feel that way after classes.”***

*- A provider from Ogden*

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## **Regular Endorsement Courses (IT, SN, CD, and FCC Courses)**

These courses may be used **twice** – once **either** on the Early Childhood **or** School Age Career Ladder (but not on both), **and** once for an endorsement certification. The Infant/Toddler Endorsement courses may only be used on the Early Childhood Career Ladder. They may not be used on the School Age Career Ladder. Each endorsement certification includes a \$100 bonus.

### **Infant & Toddler Endorsement**

#### **Infant & Toddler Care, Course 1: Setting Up for Infants & Toddlers, IT-1 (10 hours)**

In this course participants explore issues to be considered when setting up for infant and toddler care. Areas of focus include: primary caregiving, group size, continuity of care, the physical environment, daily routines, and respectful caregiving.

#### **Infant & Toddler Care, Course 2: Social-Emotional Growth of Infants & Toddlers, IT-2 (10 hours)**

In this course participants learn about the emotional and social development of infants and toddlers. Areas of focus include: temperaments, responsive caregiving, the caregiver's role in fostering emotional development, socialization, and guidance.

#### **Infant & Toddler Care, Course 3: Learning in Infancy and Toddlerhood, IT-3 (10 hours)**

In this course participants explore how infants and toddlers learn. Areas of focus include: cognitive discoveries of infancy, the role of the caregiver in supporting learning, stages of infancy, and language development.

#### **Infant & Toddler Care, Course 4: Working with Families of Infants and Toddlers, IT-4 (10 hours)**

In this course participants learn how to work effectively with the families of infants and toddlers. Areas of focus include: establishing relationships with families, responding to families' needs, handling difficult issues, and the effect of a family's culture on caregiving, routines, development, and learning.

### **Special Needs Endorsement**

#### **Including Children With Special Needs, Part 1: SpecialCare, SN-1 (10 hours)**

This course is designed to increase child care providers' interest, comfort level, and knowledge in caring for children with disabilities. Information on specific disabilities and community resources for families is included.

#### **Including Children With Special Needs, Part 2: Child Care Plus, SN-2 (15 hours)**

In this course participants learn strategies for including children with special needs in child care programs. Areas of focus include: creating a safe and accessible learning environment, building partnerships with parents and families, adapting play materials, positioning children, guiding behavior, and facilitating communication.

#### **Including Children With Special Needs, Part 3: S.P.I.E.S. – Strategies for Preschool Intervention in Everyday Settings, SN-3 (15 hours)**

In this course participants will learn specific intervention strategies that can be used with preschool children throughout the day in everyday settings, including child care settings.

## **Center Director's Endorsement**

### **NCCA Administrator's Credential, CD-1 (40 hours)**

In this course developed by the National Child Care Association participants learn skills and strategies for successful program administration of child care centers. Areas of focus include: program organization, carrying out program goals and objectives, marketing, personnel management, legal issues, community relations and public policy, and financial management.

In addition to the Career Ladder Endorsement, providers who complete this course also receive the NCCA National Administrator's Credential (NAC) as well as three college credit hours and/or four CEUs.

## **Family Child Care Endorsement**

### **Family Child Care, Course 1: Relationships, FCC-1 (10 hours)**

In this course participants learn skills to help them develop the foundations of a quality home child care program. Areas of focus include: building trusting and respectful relationships with children and families, communication skills, and positive guidance.

### **Family Child Care, Course 2: The Home Child Care Environment, FCC-2 (10 hours)**

In this course participants learn practical aspects of setting up a quality home child care program. Instruction will focus on: arrangement of indoor and outdoor space; health, safety, and supervision; schedules, routines, and how to support child-directed activities.

### **Family Child Care, Course 3: Developmental Learning Goals & Activities, FCC-3 (10 hours)**

In this course participants learn methods of supporting the developmental needs of children in the areas of: social and self awareness; physical, cognitive, and language development; and creativity. Emphasis will be placed on working with children in mixed-age groups.

### **Family Child Care, Course 4: Professional & Business Practices, FCC-4 (10 hours)**

In this course participants learn how to set up and maintain a professional home child care business. Emphasis will be placed on ethical behavior, contract development, record keeping, taxes and marketing a home child care program.

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***“ This class really got me thinking again, instead of using the same old things over and over.”***

*- A provider from Ogden*

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## Core Endorsements

If you will only be pursuing certification on **one** of the Career Ladders (either Early Childhood or School Age), then certain Level 1-3 courses **from the other Career Ladder** may be used for age specific endorsements. These two endorsements are called **core endorsements** because they consist of the core Level 1-3 courses on the Early Childhood or School Age Career Ladders. These courses can only be used **once**. If you use them for a Career Ladder level, they **cannot** also be used for a Core Endorsement. If you use them for a Core Endorsement, they **cannot** also be used for a Career Ladder level. There are two age specific core endorsements:

### Early Childhood Core Endorsement – \$100

This endorsement is for providers whose primary interest is in the School Age Career Ladder, and who will **not** be completing Levels 1-3 on the Early Childhood Career Ladder with CCR&R training. This endorsement consists of the following four courses:

1. Learning in the Early Years, EC-1
2. A Great Place for Kids, EC-2
3. Strong & Smart, EC-3
4. Learning to Get Along, EC-4

If you use these courses for an Early Childhood Core Endorsement, they may **not** be used for any level of certification on the Early Childhood Career Ladder.

### School Age Core Endorsement – \$100

This endorsement is for providers whose primary interest is in the Early Childhood Career Ladder, and who will **not** be completing Levels 1-3 on the School Age Career Ladder with CCR&R training. This endorsement consists of the following four courses:

1. Brain Smart Learning: The School Age Years, SA-1
2. Brain Smart Environments for School Age Children, SA-2
3. Brain Smart Activities for School Age Children, SA-3
4. Conscious Discipline, SA-4

If you use these courses for a School Age Core Endorsement, they may **not** be used for any level of certification on the School Age Career Ladder.

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***“ This class gave me lots of good ideas to improve my daycare.”***

***- A provider from Provo***

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## Utah College Credit Courses

### Early Childhood Career Ladder College Credit Courses

Early childhood courses from Utah's colleges and universities which may be applied towards an Early Childhood Career Ladder Certification include the courses listed below. (Other courses may be considered upon submission of a course syllabus and/or catalog description.)

#### Utah State University (Logan)

FCHD 1500	Human Development
FCHD 2250	Seminar & Practicum In ECE
FCHD 2500	Child Development Associate Training
FCHD 2550	CDA Practicum
FCHD 2610	Parenting and Child Guidance
FCHD 3100	Abuse & Neglect
FCHD 3500	Infancy Lab
FCHD 3510	Infancy & Early Childhood
FCHD 4550	Preschool Methods & Curriculum
FCHD 4960	Practice Teaching In Child Development Lab
FCHD 6060	Human Development Theories

#### Weber State University (Ogden)

ChFam 1500	Human Development
ChFam 2500	Development of the Child: Birth through 8
ChFam 2600	Introduction to Early Childhood Education
ChFam 2610	Guidance Based on Developmental Theory
ChFam 2620	Planning Creative Experiences
ChFam 2850	Child Development Associate Training
ChFam 2990A	Seminar in Child Development
ChFam 3500	Young Children at Risk
ChFam 3640	Working with Parents
ChFam 3680	Teaching Experience in the Preschool
ChFam 4710	Advanced Guidance & Planning
ChFam 4720	Children's School Student Teaching
ChFam 4990A	Seminar in Child Development

#### University of Utah (Salt Lake City)

FCS 1500	Human Development
FCS 2610	Understanding Children
FCS 2620	Child Development Practicum
FCS 2621	The Whole Child Telecourse
FCS 2640	Integrated Curriculum Methods
FCS 3220	Development in Infancy and Early Childhood
FCS 5150	Administration & Supervision of EC Programs
FCS 5170	Creativity & Cognition in Young Children
FCS 5190	Early Childhood Internship
FCS 5250	Theories of Human Development

**Salt Lake Community College (Salt Lake City)**

FHS 0010	Supervised Lab Experience
FHS 1320	Health, Safety, & Nutrition for Children
FHS 1500	Human Development
FHS 2000	Co-op Education in Family & Human Studies
FHS 2300	Administration of Early Childhood Programs
FHS 2330	Math & Science for Children
FHS 2350	Art & Music for Children
FHS 2500	Child Development: Birth to Eight
FHS 2550	Infant Growth & Development
FHS 2600	Introduction to Early Childhood Education
FHS 2610	Child Guidance
FHS 2620	Creative Learning
FHS 2630	Media for Children
FHS 2640	Working with Parents
FHS 2800	Practicum Teaching
FHS 2820	Teaching Seminar

**Utah Valley State College (Orem)**

ECFS 1100	Human Development
ECFS 2100	Approaches to Early Childhood Education
ECFS 2420	Young Children with Special Needs
ECFS 2510	Child Development: Infancy
ECFS 2620	Advanced Early Childhood Curriculum
EDEC 1120	First Aid, Child Health & Safety
EDEC 1140	Child Nutrition
EDEC 1150	Parent Relations
EDEC 1620	Early Childhood Curriculum
EDEC 1630	Early Childhood Activities
EDEC 1640	Children's Music & Movement
EDEC 2300	Including Young Diverse Learners
EDEC 2350	Childhood Education & Administration
EDEC 2520	Child Development Birth-Five Years
EDEC 2600	Introduction to Early Childhood Education
EDEC 2610	Child Guidance
EDEC 2640	Literacy & Literature for Early Childhood
EDEC 2700	Early Childhood Practicum
EDEC 3300	Assessment of Young Children
EDEC 3620	Curriculum Foundations: Pre-primary
EDEC 4110	Problem Solving Methods in ECE
EDEC 4130	Creative Arts Methods in ECE
EDEC 4150	Language Arts & Social Studies in ECE
EDEC 4860	Student Teaching, Pre-kindergarten
EDEC 4950	ECE and Administration Seminar

**Brigham Young University (Provo)**

MFHD 210	Human Development
MFHD 321	Foundations of DAP
MFHD 322	Practicum in DAP
MFHD 331	Infant Development
MFHD 332	Early and Middle Childhood
MFHD 340	Parenting & Child Guidance
MFHD 351	Social Development
MFHD 352	Cognitive Development
MFHD 353	Moral Development
MFHD 355	Language Development
MFHD 410	Advanced Issues in Human Development
MFHD 420	Administering Programs for Young Children
MFHD 514	Theories of Human Development
MFHD 520	Head Teacher's Practicum in Preschool
MFHD 522R	Seminar in Early Childhood Education
ECE 320	Teaching the Creative Arts: Birth - Kindergarten
ECE 323	Integrated Curriculum in Prog. for Young Children
ECE 324	Integrated Curriculum Practicum
ECE 326	Teaching Social Studies for Cultural Understanding
ECE 327	Assessment in ECE Programs
ECE 423	Preschool Student Teaching Practicum

**College of Eastern Utah (Price)**

FAML 1500	Human Development
FAML 2030	PE for Young Children
FAML 2500	Child Development Birth to Eight
FAML 2600	Introduction to Early Childhood Education
FAML 2610	Child Guidance
FAML 2620	Planning Creative Exper. for Children
FAML 2625	Administration of Child Care Programs
FAML 2627	Storytelling in Early Childhood
FAML 2630	Practicum Teaching Lab
FAML 2631	Teaching Seminar
EDUC 2760	Music in Early Childhood

**Snow College (Ephraim)**

HFST 1200	Foods & Nutrition for Children
HFST 1500	Human Development
HFST 1600	Child Care as a Business
HFST 183R	Special Projects - Little Buddy
HFST 2500	Early Childhood
HFST 2600	Introduction to Early Childhood Education
HFST 2610	Guidance of Young Children
HFST 2620	Creative Experiences for Children
HFST 2750	Practicum in Preschool Teaching
HFST 2760	Seminar in Preschool Teaching



**Southern Utah University** (Cedar City)

NFS 2120	Nutrition of the Infant and Child
ECD 1500	Human Development
ECD 2610	Introduction to Child Care & Guidance
ECD 2620	Child Care & Guidance Lab
ECD 2650	Child Care Issues
ECD 2660	Child Care Lab
ECD 3500	Child Development: Infancy & Early Childhood
ECD 3610	Play & Advanced Guidance
ECD 3620	Advanced Preschool Lab
ECD 3800	Child Care Administration & Management
ECD 3900	Methods in Preschool Curriculum
ECD 4650	Current Issues in Child Care
ECD 4660	Current Issues in Child Care Lab
ECD 4880	Child Care Teaching Practicum

**Dixie College** (St. George)

NFW 2120	Infant and Child Nutrition
PEHR 2050	First Aid
FCS 1500	Human Development
FCS 2500	Child Development Birth to Eight
FCS 2600	Introduction to Early Childhood Education
FCS 2610	Guidance Based on Development Theory
FCS 2620	Planning Creative Experiences for Young Children
FCS 2900	Health & Safety
FCS 2910	Physical & Intellectual Development
FCS 2920	Social & Emotional Development
FCS 2930	Productive Relationships with Families
FCS 2940	Effective Program Management
FCS 2950	Professionalism
FCS 2960	Child Growth & Development
FCS 2970	Observing & Recording Behaviors

## School Age Career Ladder College Credit Courses

School Age courses from Utah's colleges and universities which may be applied towards a School Age Career Ladder Certification include the courses listed below. (Other courses may be considered upon submission of a course syllabus and/or catalog description.)

### Utah State University (Logan)

FCHD 1500	Human Development
FCHD 2610	Parenting and Child Guidance
FCHD 3500	Middle Childhood Lab
FCHD 3520	Children in the Middle Years
FCHD6060	Human Development Theories
ELED	Any Elementary Education courses
SPED	Any Elementary Special Education courses

### Weber State University (Ogden)

ChFam 1500	Human Development
ChFam 2570	The Child from 6 to 12
ChFam 2610	Guidance Based on Developmental Theory
ChFam 2990A	Seminar in Child Development
ChFam 4710	Advanced Guidance & Planning
ChFam 4990A	Seminar in Child Development
EDUC	Any Elementary Education courses
EDUC	Any Elementary Special Education courses

### University of Utah (Salt Lake City)

FCS 1500	Human Development
FCS 2630	Development in Middle Childhood
FCS 5250	Theories of Human Development
TL	Any Elementary Education courses
SPED	Any Elementary Special Education courses

### Salt Lake Community College (Salt Lake City)

FHS 1320	Health, Safety, & Nutrition for Children
FHS 1500	Human Development
FHS 2570	Growth & Development of Children 6-12
FHS 2610	Child Guidance
EDU	Any Elementary Education courses
EDU	Any Elementary Special Education courses

### Westminster College (Salt Lake City)

EDUC	Any Elementary Education courses
SPED	Any Elementary Special Education courses

**Utah Valley State College (Orem)**

ECFS 1100	Human Development
EDEC 1120	First Aid, Child Health & Safety
EDEC 1140	Child Nutrition
EDEC 2530	Child Development 6-12 Years
EDEC 2610	Child Guidance
EDEC 4110	Problem Solving Methods in ECE
EDEC 4130	Creative Arts Methods in ECE
EDED 4150	Language Arts & Social Studies in ECE
EDEC 4200	Classroom Management I
EDEC 4250	Classroom Management II
EDEL	Any Elementary Education courses

**Brigham Young University (Provo)**

MFHD 210	Human Development
MFHD 332	Early and Middle Childhood
MFHD 340	Parenting & Child Guidance
MFHD 410	Advanced Issues in Human Development
MFHD 514	Theories of Human Development
ECE	Any Elementary Education courses
CPSE	Any Elementary Special Education courses

**College of Eastern Utah (Price)**

FAML 1500	Human Development
FAML 2030	PE for Young Children
FAML 2225	Creative Dance for Elementary
FAML 2610	Child Guidance
EDUC	Any Elementary Education coursework

**Snow College (Ephraim)**

HFST 1200	Foods & Nutrition for Children
HFST 1500	Human Development
HFST 2610	Guidance of Young Children
EDUC	Any Elementary Education coursework

**Southern Utah University (Cedar City)**

NFS 2120	Nutrition of the Infant and Child
ECD 1500	Human Development
ECD 2610	Introduction to Child Care & Guidance
ECD 3600	Child Development Ages 6-12
ECED	Any Elementary Education coursework
SPED	Any Elementary Special Education courses

**Dixie College** (St. George)

NFW 2120	Infant and Child Nutrition
PEHR 2050	First Aid
FCS 1500	Human Development
FCS 2610	Guidance Based on Development Theory
FCS 2900	Health & Safety
EDUC	Any Elementary Education coursework
EDUC	Any Elementary Special Education courses

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***“ This is one of the very best trainings I have ever attended.  
It has already improved the way I talk to, react, and under-  
stand children and their behavior.”***

- A provider from Provo

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## What training do I need for each level of Career Ladder Certification?

The requirements for each level of Career Ladder certification are listed below.

### Early Childhood Career Ladder

#### Early Childhood Level 1 – \$100 bonus

**All** of the following:

- 3 certifications:
  1. Currently valid Red Cross (or equivalent) first aid certification
  2. Currently valid Red Cross (or equivalent) CPR certification
  3. Current Food Handler's Permit
- 3 courses offered through your local CCR&R:
  1. Child Care / Early Childhood Health & Safety, EC/SA-1
  2. Child Development: Ages & Stages, EC/SA-2
  3. Learning in the Early Years, EC-1

#### Early Childhood Level 2 – \$200 bonus

- Level 1 Early Childhood Certification, plus 4 of the following 8 courses offered through your local CCR&R:
  1. A Great Place for Kids, EC-2
  2. Strong & Smart, EC-3
  3. Learning to Get Along, EC-4
  4. Advanced Child Development, EC/SA-3
  5. Looking to Learn, EC/SA-4
  6. Working Together, EC/SA-5
  7. Creating Good Child Care, EC/SA 6
  8. More than Babysitting, EC/SA-7

#### Early Childhood Level 3 – \$300 bonus

**One** of the following:

- Level 1 Early Childhood Certification, plus all 8 courses listed for Early Childhood Level 2
- Three semester credits (or 4.5 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

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***“ This class helped me reassert my creativity!”***

*- A provider from Salt Lake*

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### **Early Childhood Level 4 – \$400 bonus**

**One** of the following:

- Utah High School Skills Certifications in Child Development and Child Care
- Currently valid CDA or CCP credential
- Level 3 Early Childhood Certification, plus four EC, EC/SA, or endorsement courses not already used for a previous level of Early Childhood or School Age Certification (Cannot include any Early Childhood Endorsement courses if these courses have already been used for an Early Childhood Endorsement.)
- Level 3 Early Childhood Certification, plus three or more new early childhood CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 3 Early Childhood Certification)
- Six prior semester credits (or 9 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

### **Early Childhood Level 5 – \$500 bonus**

**One** of the following:

- Level 4 Early Childhood Certification, plus four EC, EC/SA, or endorsement courses not already used for a previous level of Early Childhood or School Age Certification (Cannot include any Early Childhood Endorsement courses if these courses have already been used for an Early Childhood Endorsement.)
- Level 4 Early Childhood Certification, plus three or more new early childhood CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 4 Early Childhood Certification)
- Nine prior semester credits (or 13.5 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

### **Early Childhood Level 6 – \$600 bonus**

**One** of the following:

- Level 5 Early Childhood Certification, plus four EC, EC/SA, or endorsement courses not already used for a previous level of Early Childhood or School Age Certification (Cannot include any Early Childhood Endorsement courses if these courses have already been used for an Early Childhood Endorsement.)
- Level 5 Early Childhood Certification, plus three or more new early childhood CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 5 Early Childhood Certification)
- Twelve prior semester credits (or 18 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

### **Early Childhood Level 7 – \$700 bonus**

**One** of the following:

- Level 6 Early Childhood Certification, plus four EC, EC/SA, or endorsement courses not already used for a previous level of Early Childhood or School Age Certification (Cannot include any Early Childhood Endorsement courses if these courses have already been used for an Early Childhood Endorsement.)
- Level 6 Early Childhood Certification, plus three or more new early childhood CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 6 Early Childhood Certification)
- Fifteen prior semester credits (or 22.5 quarter credits) of college coursework in courses dealing specifically with children ages birth through preschool not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

### **Early Childhood Level 8 – \$800 bonus**

**One** of the following:

- A one year college certificate in early childhood or child care which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages birth through preschool (May not include credits previously used on the School Age Career Ladder.)
- A Montessori teaching certificate from a MACTE (Montessori Accreditation Council for Teacher Education) accredited teacher training program

### **Early Childhood Level 9 – \$900 bonus**

**One** of the following:

- An associate's degree which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages birth through preschool (May not include credits previously used on the School Age Career Ladder.)
- An associate's degree which does not meet the early childhood credit hour requirement for this level, plus a Level 7 Early Childhood Career Ladder Certification

### **Early Childhood Level 10 – \$1000 bonus**

**One** of the following:

- A bachelor's or graduate degree which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages birth through preschool (May not include credits previously used on the School Age Career Ladder.)
- A bachelor's or graduate degree which does not meet the early childhood credit hour requirement for this level, plus a Level 7 Early Childhood Career Ladder Certification

## School Age Career Ladder

### School Age Level 1 – \$100 bonus

**All** of the following:

- 3 certifications:
  1. Currently valid Red Cross (or equivalent) first aid certification
  2. Currently valid Red Cross (or equivalent) CPR certification
  3. Current Food Handler's Permit
- 3 courses offered through your local CCR&R:
  1. Child Care / Early Childhood Health & Safety, EC/SA-1
  2. Child Development: Ages & Stages, EC/SA-2
  3. Brain Smart Learning: The School Age Years, SA-1

### School Age Level 2 – \$200 bonus

- Level 1 School Age Certification, plus 4 of the following 8 courses offered through your local CCR&R:
  1. Brain Smart Environments for School Age Children, SA-2
  2. Brain Smart Activities for School Age Children, SA-3
  3. Conscious Discipline, SA-4
  4. Advanced Child Development, EC/SA-3
  5. Looking to Learn, EC/SA-4
  6. Working Together, EC/SA-5
  7. Creating Good Child Care, EC/SA 6
  8. More than Babysitting, EC/SA-7

### School Age Level 3 – \$300 bonus

**One** of the following:

- Level 1 School Age Certification, plus all 8 courses listed for School Age Level 2
- Three semester credits (or 4.5 quarter credits) of college coursework in courses dealing specifically with children ages kindergarten through 6<sup>th</sup> grade not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

### School Age Level 4 – \$400 bonus

**One** of the following:

- Level 3 School Age Certification, plus four SA, EC/SA, or endorsement courses (not including Infant & Toddler Endorsement courses) not already used for a previous level of Early Childhood or School Age Certification (Cannot include any School Age Endorsement courses if these courses have already been used for a School Age Endorsement.)
- Level 3 School Age Certification, plus three or more new school age CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 3 School Age Certification)
- Six prior semester credits (or 9 quarter credits) of college coursework in courses dealing specifically with children ages kindergarten through 6<sup>th</sup> grade not already used for a previous level of Early Childhood or School Age Certification (See page 23.)



### **School Age Level 5 – \$500 bonus**

**One** of the following:

- Level 4 School Age Certification, plus four SA, EC/SA, or endorsement courses (not including Infant & Toddler Endorsement courses) not already used for a previous level of Early Childhood or School Age Certification (Cannot include any School Age Endorsement courses if these courses have already been used for a School Age Endorsement.)
- Level 4 School Age Certification, plus three or more new school age CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 4 School Age Certification)
- Nine prior semester credits (or 13.5 quarter credits) of college coursework in courses dealing specifically with children ages kindergarten through 6<sup>th</sup> grade not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

### **School Age Level 6 – \$600 bonus**

**One** of the following:

- Level 5 School Age Certification, plus four SA, EC/SA, or endorsement courses (not including Infant & Toddler Endorsement courses) not already used for a previous level of Early Childhood or School Age Certification (Cannot include any School Age Endorsement courses if these courses have already been used for a School Age Endorsement.)
- Level 5 School Age Certification, plus three or more new school age CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 5 School Age Certification)
- Twelve prior semester credits (or 18 quarter credits) of college coursework in courses dealing specifically with children ages kindergarten through 6<sup>th</sup> grade not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

### **School Age Level 7 – \$700 bonus**

**One** of the following:

- Level 6 School Age Certification, plus four SA, EC/SA, or endorsement courses (not including Infant & Toddler Endorsement courses) not already used for a previous level of Early Childhood or School Age Certification (Cannot include any School Age Endorsement courses if these courses have already been used for a School Age Endorsement.)
- Level 6 School Age Certification, plus three or more new school age CEUs or college credits not already used for a previous level of Early Childhood or School Age Certification (must be credits or units completed after your Level 6 School Age Certification)
- Fifteen prior semester credits (or 22.5 quarter credits) of college coursework in courses dealing specifically with children ages kindergarten through 6<sup>th</sup> grade not already used for a previous level of Early Childhood or School Age Certification (See page 23.)

### **School Age Level 8 – \$800 bonus**

- A one year college certificate in child development, child care, or elementary education which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages kindergarten through 6<sup>th</sup> grade (May not include credits previously used on the Early Childhood Career Ladder.)

### **School Age Level 9 – \$900 bonus**

**One** of the following:

- An associate's degree which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages kindergarten through 6<sup>th</sup> grade (May not include credits previously used on the Early Childhood Career Ladder.)
- An associate's degree which does not meet the school age credit hour requirement for this level, plus a Level 7 School age Career Ladder Certification

### **School Age Level 10 – \$1000 bonus**

**One** of the following:

- A bachelor's or graduate degree which includes at least 15 semester credits (or 22.5 quarter credits) in courses dealing specifically with children ages kindergarten through 6<sup>th</sup> grade (May not include credits previously used on the Early Childhood Career Ladder.)
- A bachelor's or graduate degree which does not meet the school age credit hour requirement for this level, plus a Level 7 School Age Career Ladder Certification

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***“ The key to quality lies in the professional development of practitioners.”***

- Gwen Morgan, Wheelock College

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## Using College Credits for Levels 3-7

The prior college credit hour option for Levels 3 through 7 is **only** for those applicants who do **not** already have a one year certificate, associate's degree, bachelor's degree, or graduate degree and meet the 15 credit hour Early Childhood or School Age requirement. Applicants who submit college transcripts to qualify for Levels 3 through 7 must submit copies of **complete official transcripts (not internet printouts) for all college course work completed to date**, and will be awarded the highest level they qualify for based on their complete transcripts. Additional levels of certification will require the completion of additional training.

## Multiple Credit Training

Career Ladder courses, including endorsement courses, which also offer CEUs or college credit may only be used to meet the requirements of one Career Ladder Level. (For example, the same course cannot be used at one level as a regular Career Ladder course, and again at another level as a CEU.)

## Training Time Limit

CCR&R Career Ladder courses can be used on the Career Ladder for up to five years after the course completion date. ***If a course hasn't been used on the Career Ladder within five years of its completion date, it can no longer be used. You will need to retake the course in order to use it for Career Ladder credit.***

## CCR&R Career Ladder Courses-at-a-Glance

The last page in this booklet lists each Career Ladder course taught by your local CCR&R agency and shows which Career Ladder levels and endorsements each course may be used for. You can use this page to track your own use of these courses.

## How do I apply for the Career Ladder?

It's easy! Just submit a completed application, along with copies of the required training documentation listed on the application, to:

**CCPDI  
4600 S. Redwood Road  
Salt Lake City, Utah 84130**

You can get a blank application by calling the Office of Child Care at 801-526-4340 or 1-800-622-7390, or your local CCR&R, or from the Office of Child Care Web site at [jobs.utah.gov/occ](http://jobs.utah.gov/occ).

# Training & Longevity \$upplement Program

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## What is a Training & Longevity \$upplement?

The Training & Longevity Supplement is an annual award and bonus available to individuals employed in licensed center and family child care programs. The purpose of this program is to improve the quality of care children receive by improving training and reducing turnover among their caregivers. This will support children in developing stable, consistent relationships with a limited number of well-trained caregivers. The Training & Longevity Supplement supports the goal of improved quality of care for children by recognizing individual providers for their yearly achievements in two areas:

1. Level of Career Ladder Certification
2. Years of continuous licensed experience in the same program

The higher your level of Career Ladder certification and years of continuous licensed experience in the same program, the higher the bonus level you can receive.

## Who can apply for a Training & Longevity \$upplement?

In order to apply for a Training & Longevity Supplement, you must meet the following criteria:

1. You must have achieved at least one level of Career Ladder Certification.
2. You must be currently employed working with non-related children ages birth through preschool at least 20 hours per week in a licensed child care program. If you are applying for a Training & Longevity Supplement for work with school age children, you must be currently employed working with non-related children ages kindergarten through 6<sup>th</sup> grade at least 10 hours per week in a licensed child care program.
3. You must have been continuously employed working the number of hours specified above in the same program for at least the past year. It takes approximately 4-8 weeks to process your Training & Longevity Supplement application. In order to be eligible, you must be employed in this capacity **at the time you receive your certification and bonus money**.
4. Your Career Ladder Certification must be for the same age group for which you are claiming years of continuous licensed experience. (For example, if you are claiming years of licensed experience working with infants, toddlers, or preschoolers, you must have an Early Childhood Career Ladder Certification. If you are claiming years of licensed experience working with school-age children, you must have a School Age Career Ladder Certification.)
5. You may receive one Training & Longevity Supplement each year. If you work with both infants, toddlers, or preschoolers **and** school-age children, **and** you have both an Early Childhood **and** a School Age Career Ladder Certification, you will want to apply for an award based on the age of children you have been working with the longest and / or the Career Ladder on which you have the highest level of certification.

## What bonus amount do I qualify for?

The chart below shows the years of continuous licensed experience and level of Career Ladder Certification required for each bonus level.

## How do I apply for a Training & Longevity Supplement?

It's easy! Just submit a completed application, along with a copy of your Career Ladder Certification and a copy of the current child care license of the program you work in to:

**CCPDI**  
**4600 S. Redwood Road**  
**Salt Lake City, Utah 84130**

You can get a blank application by calling the Office of Child Care at 801-526-4340 or 1-800-622-7390, or your local CCR&R, or from the Office of Child Care web site at [jobs.utah.gov/occ](http://jobs.utah.gov/occ).

## Training & Longevity Supplement Bonus Chart

	<b>1-2 Years Continuous Licensed Experience</b>	<b>3-4 Years Continuous Licensed Experience</b>	<b>5-6 Years Continuous Licensed Experience</b>	<b>7-8 Years Continuous Licensed Experience</b>	<b>9+ Years Continuous Licensed Experience</b>
<b>Career Ladder Level 1 or 2</b>	\$100 Annually	\$200 Annually	\$300 Annually	\$400 Annually	\$500 Annually
<b>Career Ladder Level 3 or 4</b>	\$200 Annually	\$300 Annually	\$400 Annually	\$500 Annually	\$600 Annually
<b>Career Ladder Level 5 or 6</b>	\$300 Annually	\$400 Annually	\$500 Annually	\$600 Annually	\$700 Annually
<b>Career Ladder Level 7 or 8</b>	\$400 Annually	\$500 Annually	\$600 Annually	\$700 Annually	\$800 Annually
<b>Career Ladder Level 9 or 10</b>	\$500 Annually	\$600 Annually	\$700 Annually	\$800 Annually	\$900 Annually

# Training Scholarships

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## What kind of training scholarships are available?

The Office of Child Care currently sponsors three types of professional development scholarships:

### CDA Scholarships

These scholarships cover the \$325 direct assessment fee for CDA candidates.

### NCCA Administrator's Credential Scholarships

These scholarships help to cover the \$450 fee for taking the National Administrator's Credential (NAC) training.

## Who is eligible for a training scholarship?

### CDA Scholarships

Any child care worker currently employed in a licensed family or center child care program who meets the income eligibility requirements found on the following table (300% of federal poverty guidelines) is eligible to apply for a CDA scholarship or a CDA renewal scholarship.

Household Size	1	2	3	4	5	6	7	8	9	10
Total Household Income	\$25,056	\$33,768	\$42,480	\$51,156	\$59,868	\$68,580	\$77,256	\$85,968	\$94,680	\$103,356

### NCCA Administrator's Credential Scholarships

In order to be eligible for a NCCA National Administrator's Credential scholarship, you must be currently employed at least half time in a licensed center or family child care program.

## How do I apply for a training scholarship?

For information on how to apply for a CDA scholarship, call the Office of Child Care in Salt Lake City at 526-4340, or toll free at 1-800-622-7390.

To apply for an NCCA Administrator Credential scholarship, contact Johnny Anderson in Salt Lake City at (801) 974-9096.

# Child Care Resource & Referral

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Utah's six Child Care Resource & Referral Agencies (CCR&Rs) offer valuable services to child care providers, including start-up support, inexpensive training, lending libraries, and free parent referral listings. You can reach your local CCR&R at the location listed below.

## **CCR&R BRIDGERLAND**

*Box Elder, Cache, and Rich Counties*

Utah State University  
6510 Old Main Hill  
Logan, UT 84322  
(435) 797-1552  
1-800-670-1552

## **CCR&R MOUNTAINLAND**

*Summit, Utah, and Wasatch Counties*

Utah Valley State College  
800 W. University Pkwy. – 163  
Orem, UT 84058  
(801) 863-8220  
1-800-952-8220

## **CCR&R NORTHERN**

*Davis, Morgan and Weber Counties*

Weber State University  
1309 University Circle  
Ogden, UT 84408  
(801) 626-7837  
1-888-970-0101

## **CCR&R EASTERN**

*Carbon, Daggett, Duchesne, Emery, Grand, San Juan and Uintah Counties*

College of Eastern Utah, CCR&R  
451 E. 400 N.  
Price, UT 84501  
(435) 613-5619  
1-888-637-4786

## **CCR&R METRO**

*Salt Lake and Tooele Counties*

Children's Service Society  
124 S. 400 E., #400  
SLC, UT 84111  
(801) 355-7444  
1-800-839-7444

## **CCR&R, WESTERN**

*Beaver, Garfield, Iron, Juab, Kane, Millard, Piute, Sanpete, Sevier, Washington, and Wayne Counties*

88 E. Fiddlers Canyon Rd., Suite H  
Cedar City, Utah 84720  
(435) 586-8722  
1-800-543-7527





## CCR&R Career Ladder Courses-at-a-Glance

Course Name	How this Course Can Be Used (EC = Early Childhood, SA = School Age)	How You Used this Course
Early Childhood / Child Care Health & Safety, EC/SA-1	1. Can be used once <b>either</b> for EC levels 1-7 <b>or</b> for SA levels 1-7 (but not for both).	
Child Development: Ages & Stages, EC/SA-2	1. Can be used once <b>either</b> for EC levels 1-7 <b>or</b> for SA levels 1-7 (but not for both).	
Advanced Child Development, EC/SA-3	1. Can be used once <b>either</b> for EC levels 1-7 <b>or</b> for SA levels 1-7 (but not for both).	
Looking to Learn, EC/SA-4	1. Can be used once <b>either</b> for EC levels 1-7 <b>or</b> for SA levels 1-7 (but not for both).	
Working Together, EC/SA-5	1. Can be used once <b>either</b> for EC levels 1-7 <b>or</b> for SA levels 1-7 (but not for both).	
Creating Good Child Care, EC/SA-6	1. Can be used once <b>either</b> for EC levels 1-7 <b>or</b> for SA levels 1-7 (but not for both).	
More Than Babysitting, EC/SA-7	1. Can be used once <b>either</b> for EC levels 1-7 <b>or</b> for SA levels 1-7 (but not for both).	
Learning in the Early Years (Formerly "Child Development Part 2: Learning in the Early Years"), EC-1	1. Can be used <b>either</b> once for EC levels 1-7, <b>or</b> for the Early Childhood Endorsement (but not for both).	
A Great Place for Kids!, EC-2	1. Can be used <b>either</b> once for EC levels 1-7, <b>or</b> for the Early Childhood Endorsement (but not for both).	
Strong & Smart, EC-3	1. Can be used <b>either</b> once for EC levels 1-7, <b>or</b> for the Early Childhood Endorsement (but not for both).	
Learning to Get Along, EC-4	1. Can be used <b>either</b> once for EC levels 1-7, <b>or</b> for the Early Childhood Endorsement (but not for both).	
Brain Smart Learning: The School Age Years, SA-1	1. Can be used <b>either</b> once for SA levels 1-7, <b>or</b> for the School Age Endorsement (but not for both).	
Brain Smart Environments for School Age Children, SA-2	1. Can be used <b>either</b> once for SA levels 1-7, <b>or</b> for the School Age Endorsement (but not for both).	
Brain Smart Activities for School Age Children, SA-3	1. Can be used <b>either</b> once for SA levels 1-7, <b>or</b> for the School Age Endorsement (but not for both).	
Conscious Discipline, SA-4	1. Can be used <b>either</b> once for SA levels 1-7, <b>or</b> for the School Age Endorsement (but not for both).	
Infant & Toddler Care, Course 1, IT-1	1. Can be used once for EC levels 4-7, <b>and</b> 2. Can be used once for the Infant & Toddler Endorsement.	
Infant & Toddler Care, Course 2, IT-2	1. Can be used once for EC levels 4-7, <b>and</b> 2. Can be used once for the Infant & Toddler Endorsement.	

Course Name	How this Course Can Be Used (EC = Early Childhood, SA = School Age)	How You Used this Course
Infant & Toddler Care, Course 3, IT-3	<ol style="list-style-type: none"> <li>1. Can be used once for EC levels 4-7, <b>and</b></li> <li>2. Can be used once for the Infant &amp; Toddler Endorsement.</li> </ol>	
Infant & Toddler Care, Course 4, IT-4	<ol style="list-style-type: none"> <li>1. Can be used once for EC levels 4-7, <b>and</b></li> <li>2. Can be used once for the Infant &amp; Toddler Endorsement.</li> </ol>	
Including Children with Special Needs, Part 1, SN-1	<ol style="list-style-type: none"> <li>1. Can be used once for <b>either</b> EC levels 4-7 <b>or</b> SA levels 4-7 (but not for both), <b>and</b></li> <li>2. Can be used once for the Special Needs Endorsement.</li> </ol>	
Including Children with Special Needs, Part 2, SN-2	<ol style="list-style-type: none"> <li>1. Can be used once for <b>either</b> EC levels 4-7 <b>or</b> SA levels 4-7 (but not for both), <b>and</b></li> <li>2. Can be used once for the Special Needs Endorsement.</li> </ol>	
Including Children with Special Needs, Part 3, SN-3	<ol style="list-style-type: none"> <li>1. Can be used once for <b>either</b> EC levels 4-7 <b>or</b> SA levels 4-7 (but not for both), <b>and</b></li> <li>2. Can be used once for the Special Needs Endorsement.</li> </ol>	
National Administrator's Credential, CD-1	<ol style="list-style-type: none"> <li>1. Can be used for <b>only one</b> of the following: <ul style="list-style-type: none"> <li>– EC levels 4-7 (as training hours or CEUs)</li> <li>– SA levels 4-7 (as training hours or CEUs)</li> <li>– EC or SA level 3 (if taken for college credit)</li> </ul> </li> <li>2. <b>And</b>, can be used once for the Center Director's Endorsement.</li> </ol>	
Family Child Care, Course 1, FCC-1	<ol style="list-style-type: none"> <li>1. Can be used once for <b>either</b> EC levels 4-7 <b>or</b> SA levels 4-7 (but not for both), <b>and</b></li> <li>2. Can be used once for the Family Child Care Endorsement.</li> </ol>	
Family Child Care, Course 2, FCC-2	<ol style="list-style-type: none"> <li>1. Can be used once for <b>either</b> EC levels 4-7 <b>or</b> SA levels 4-7 (but not for both), <b>and</b></li> <li>2. Can be used once for the Family Child Care Endorsement.</li> </ol>	
Family Child Care, Course 3, FCC-3	<ol style="list-style-type: none"> <li>1. Can be used once for <b>either</b> EC levels 4-7 <b>or</b> SA levels 4-7 (but not for both), <b>and</b></li> <li>2. Can be used once for the Family Child Care Endorsement.</li> </ol>	
Family Child Care, Course 4, FCC-4	<ol style="list-style-type: none"> <li>1. Can be used once for <b>either</b> EC levels 4-7 <b>or</b> SA levels 4-7 (but not for both), <b>and</b></li> <li>2. Can be used once for the Family Child Care Endorsement.</li> </ol>	





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